

## Written Prior Notice / Meeting Notification

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ BabyNet ID # \_\_\_\_\_

*This form is used to provide parents (or guardians) of a child seeking or receiving BabyNet services written notice when certain actions are planned or have been proposed. This notice is required by IDEA Part C – the federal law governing BabyNet.*

### This letter was sent to you for the reason(s) checked below:

- ☐ 1. Notification that your child is not (or is no longer) eligible for BabyNet services.
- ☐ 2. Parent/guardian does not want BabyNet services at this time.  
(Child can be referred to BabyNet again any time before age three.)
- ☐ 3. Meeting needed to complete your child's IFSP. (☐ Initial ☐ Annual)
- ☐ 4. Meeting needed for review your child's current IFSP. (☐ 6-month review ☐ Service change)
- ☐ 5. Meeting is needed to discuss the following changes to your child's current IFSP:
  - ☐ a) Request to change LOCATION of one or more service
  - ☐ b) Request to change FREQUENCY, INTENSITY or DURATION of one or more services.
  - ☐ c) Request to ADD one or more services to the IFSP.
  - ☐ d) Request to REMOVE one or more services from the IFSP
- ☐ 6. Assessment:
- ☐ 7. Other (describe below)

NOTES

### A meeting to discuss the action(s) listed above will be held:

DATE \_\_\_\_\_ TIME \_\_\_\_\_

LOCATION \_\_\_\_\_

- The purpose of this meeting is to discuss the action stated above.
- Parent may invite any additional individuals to this meeting.
- Parent may request a change in the meeting time and location by contacting the Intake/Service Coordinator.
- Additional information included in the *Notice of Child and Family Rights in the BabyNet System*.
- If this form is delivered in person, parent signature is requested to acknowledge receipt.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Method of delivery: ☐ Notice delivered in person ☐ Notice mailed (date) \_\_\_\_\_

☐ Notice of Child and Family Rights in the BabyNet System delivered with this form.

Service Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

PLACE LABEL HERE

**INSTRUCTIONS**  
**Written Prior Notice/Meeting Notification**  
**(BN011)**

**A. PURPOSE**

The purpose of this form is to provide required written notification prior to any action when any BabyNet service provider proposes or refuses changes in services.

**B. USES**

1. Notification of upcoming IFSP team meetings (initial, annual, 6-month review and/or change reviews);
2. Notification of date, time and location of IFSP team meetings; and
3. Official notification by DHEC when child is not (or is no longer eligible) for BabyNet services or parent has refused all BabyNet services.

**C. Instructions**

1. Enter child's name, date of birth and BabyNet ID number. (If using BabyTrac generated label with identifying information, place in lower right hand corner.)
2. Enter parent/guardian name.
3. Check reason for notification. If notification is being sent for a reason not listed, check box "5" and enter reason for notification in NOTES section.
4. Enter date, time and location of the IFSP team meeting. This meeting must be held at a time convenient to family and providers. (Ideally, this written notice will confirm plans already made with the family since the Intake/Service Coordinator must confer with team members before setting a meeting date.)
5. Check method of delivery (in person or mail).
6. Complete Intake/Service Coordinator contact information.
7. If the form is being mailed:
  - a. Include the *Notice of Child and Family Rights in the BabyNet System*.
  - b. Enter date form mailed.
  - c. Intake/Service coordinator may request that parent sign and return the form. This is not required.
8. If the form is delivered in person:
  - a. Give family a copy of the *Notice of Child and Family Rights in the BabyNet System* (if they do not already have access to one).
  - b. Request parent signature on the form.
  - c. Keep signed copy for the BabyNet record, leave parent a copy of the form.